



# SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

Invites your application for

## Finance Manager

**\$4,932—\$6,093/MONTHLY (Plus generous benefits)**

OPEN UNTIL FILLED **Priority Screening: Friday, February 10, 2006 by 5:00 p.m.** Applications received after this date will be reviewed on an as needed basis.

**Exam #06/20B01/01JJ**

The Superior Court of California, County of Monterey hears criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. The Court has divisions in Salinas, Monterey, Marina and King City.

### THE POSITION

This position reports to the Chief Financial Officer and develops and manages court budgets, tracks expenditures, manages procurement activities, directs complex accounting, financial reporting, develops and directs court comprehensive fine and fee collection program , and manages internal and external auditing projects.

### SIGNIFICANT DUTIES

The following are examples of the significant duties performed by this position; this is not an exhaustive list of the duties to be performed:

- Plans, organizes, coordinates, and manages, directly and/or through subordinate supervisors, the budget, general accounting, develops and monitors internal control audit programs, and collections programs of the Court;
- Reviews, evaluates and interprets new legal requirements, laws and legislation affecting budgeting, accounting, and fine and fee collections responsibilities for Court programs; Monitors and evaluates the effect of legal and procedural changes related to budget, accounting, fiscal reporting and related activities;
- Develops, implements and interprets budgeting and accounting policies and procedures, systems and standards, ensures that financial policies and procedures are in accordance with applicable laws, requirements and professional accounting and reporting practices;
- Prepares, manages and participates in the preparation of the Court's annual budget, including: estimating expenditures, projecting revenue, consolidating sub-budgets, consultation and information reports to management ensuring appropriate format and content, prepares monthly cash flow analyses, final official budget preparation, and ongoing financial reporting required by the Administrative Office of the Courts;
- Supervises and evaluates subordinate supervisors; Participates in and recommends staff selection, promotions, disciplinary actions and performance evaluations; Evaluates needs for and requests specialized training for supervisors and staff.

### MINIMUM QUALIFICATIONS

Any combination of experience, education, and/or training which substantially provides the following knowledge, skills and abilities:

#### Knowledge of:

- Organization and functions of court/local government with emphasis on the budgeting and accounting aspects; Pronouncements of Governmental Accounting Standards Board;
- Project management, including project planning, scheduling and control mechanisms;
- Various accounting standards, such as Generally Accepted Accounting Principles (GAAP); Generally Accepted Accounting Standards (GAAS); Financial Accounting Standards Board (FASB), State Controller's Office (SCO), and other regulatory agencies;
- Accounting procedures for various types of funds and account groups; Methods and procedures of governmental budget preparation and control; financial statement preparation;
- Understanding of accounting methods pertinent to accounts receivable;
- Methods and techniques utilized in competitive procurement activities, including contract development and maintenance;
- Developing grant documentation for funding requests; Creating and monitoring grant budgets and grant reporting;
- Principles and practices of supervision and management.

#### Skill and Ability to:

- ◊ Locate and correct discrepancies or errors in financial or statistical documents ◊ Follow detailed oral and written instructions
- ◊ Review work for accuracy and procedural correctness ◊ Prepare financial and statistical summaries
- ◊ Promote team building relationships within the Court ◊ Communicate effectively
- ◊ Read, interpret and apply oral and written office policies and procedures, laws, rules and regulations
- ◊ Proficiency with personal computers, spreadsheets, database and word processing programs
- ◊ Operate a calculator, computer terminal and other office equipment
- ◊ Establish and maintain effective working relationships and provide courteous customer service
- ◊ Develop and implement goals, objectives, policies, procedures, and work standards
- ◊ Select, motivate, and evaluate staff and provide for their training and development.

## **EDUCATION AND EXPERIENCE**

The knowledge list above may be acquired through various types of experience, education or training. Typical ways to acquire the required knowledge and abilities are listed below:

**Education:** Bachelor's degree from an accredited college or university in accounting, finance, business, public administration or other related field;

**AND**

**Experience:** Four (4) years of progressively responsible professional accounting/auditing experience.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Methods and techniques utilized in fine and fee collections; Compiling data to evaluate performance of collection efforts.

## **THE IDEAL CANDIDATE**

The ideal candidate will be:

*A Proven Leader:* able to quickly establish effective relationships with staff and be an exceptional role model

*A Strategic Thinker:* able to anticipate, monitor and plan for innovative changes in Court financial operations and systems and needs;

*A Skilled Manager:* able to plan realistic deadlines, establish regular staff communications, effectively manage resources, able to evaluate and establish efficient processes.

*A Communicator:* able to demonstrate ability to enhance communication channels and processes that result in increasing productivity.

*Customer Service Focused:* able to understand court financial requirements and inspire and lead a team in providing outstanding service to internal and external stakeholders.

## **BACKGROUND INVESTIGATION**

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending upon the type, number and date, may be disqualifying. Work History: False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

## **CONDITIONS OF EMPLOYMENT**

- Incumbent must possess a valid current California class C driver license or provide suitable transportation to alternate worksites.
- May be required to respond nights and weekends to emergency incidents.
- Must be willing to travel, as needed, to all Court locations.

## **REQUIRED MATERIALS**

Required materials are an application and responses to Supplemental Questions. For information, visit the Court's website at: [www.monterey.courts.ca.gov](http://www.monterey.courts.ca.gov) OR call (831) 775-5400, ext.3007. Please submit required materials to:

Superior Court of California, County of Monterey  
Attn: Human Resources Office  
240 Church St., Room 318  
Salinas, CA 93901

**Priority screening date is Friday, February 10, 2006, by 5:00 P.M.** Materials received by this date will receive priority screening; materials received after this date will be reviewed on an as needed basis.

## **SELECTION PROCESS**

- Materials will be competitively evaluated.
- Applicants who best meet the qualifications of the position will be invited to an oral examination.
- Applicants successful in the oral examination may be invited to a final selection interview.
- The process is tentative; should a change be made applicants will be notified.

## **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required to perform the duties of this classification include: ability to bend, stoop and reach in order to retrieve files; use a step stool to reach files and supplies of forms stored up to eight feet high; pull files from long, narrow filing units with a four foot space between units; ability to lift and carry items up to 20 pounds; sit at a desk or computer, for extended periods of time up to 6 hours a day.

## **SUMMARY OF BENEFITS (X Unit)**

**Retirement:** Public Employees' Retirement System (P.E.R.S.) 2% @ 55 (100% paid by the Court)

**Holidays:** 13 days per year

**Annual Leave:** Accrues at the rate of 23 days per year. The accrual rate increases after 2, 6, 10, 15, 18, 20 and 25 years of service.

**Medical, Dental & Vision Care:** Flexible Spending Account: available benefits – medical/dental/vision, prescription drugs and dependent coverage.

**Professional Leave:** 7 days per calendar year; pro-rated

**Educational Leave:** 3 days (24 hours) per calendar year

**Educational Assistance:** Up to \$2,000 per year

**Life Insurance:** \$50,000 life insurance policy.

**Deferred Compensation:** A deferred compensation program is available administered by Great-West Life.

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

## **SPECIAL NOTES**

- If you believe you possess any disability that would require test accommodation, please call (831) 775-5400, ext.3007.
- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.



**Superior Court of California, County of Monterey**  
**SUPPLEMENTAL QUESTIONS**

**FINANCE MANAGER**  
(Exam #06/20B01/01JJ)

**Instructions**

Responses to these Supplemental Questions must be submitted with your application materials. Invitations to participate further in the process will be based on an evaluation of your application, the responses to these questions, and your resume (optional). Applications received without a Supplemental Questions Response will **not** be considered. A resume, letter, application, etc. will not be accepted as a substitute for a response to these questions.

Failure to provide a complete response to any of these required questions will eliminate you from further consideration.

Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted.

- 1. Please fully describe your education and/or experience in accounting. Include in your response education and/or experience in governmental accounting.**
  
  
  
  
  
- 2. Please fully describe your education and/or experience performing research into legal requirements, laws and legislation, and developing policies and procedures based upon the research.**
  
  
  
  
  
- 3. Please fully describe your experience working on projects and teams. Briefly describe a recent project you worked on, the role you played on the project, the challenges encountered, and the final outcome.**
  
  
  
  
  
- 4. Please describe the most complex financial or accounting problem you have solved. Include in your response the methodology utilized and the resolution.**
  
  
  
  
  
- 5. Please describe your experience supervising and managing professional, technical and/or support staff. Include in your response the scope of your responsibilities, how you function as a team leader and the size of your staff.**